



# City of Eureka, California

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Inventory Control Specialist</b>
<b>Class Code Number</b>	<b>5070</b>

### General Statement of Duties

Manages an effective inventory system for the Equipment Operations Division of the Public Works Department; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to manage an effective inventory system for the Equipment Operations Division of the Public Works Department. The work is performed under the supervision and direction of the Deputy Public Works Director, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office and shop environment.

### Examples of Essential Work (Illustrative Only)

- Monitors, orders, and stores all parts and inventory for equipment maintenance, including monitoring the intake of parts to maintain all equipment used, from small machines to large vehicles, providing computer records of inventory, and verifying parts requests and job procedures;
- Maintains a computerized inventory system, including installing improved software systems for a more efficient and complete inventory and input system;
- Participates with Department representatives to determine purchase requirements, including coordinating bid specifications, soliciting bids, analyzing proposed bids, and recommending the award of bids;

- Reviews and processes requisitions for shop work projects, including analyzing cost, quality, and suitability of supplies, services, and equipment to ensure the quality of repairs;
- Establishes and maintains positive and equitable relationships with vendors and outside services, including staying in close contact with each bidder, evaluating vendor performance, and researching and reviewing bids to recommend bid assignment;
- Establishes and maintains good communication with shop mechanics;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

### **Required Knowledge, Skills, and Abilities**

- Substantial knowledge of light and heavy duty equipment parts and inventory;
- Substantial knowledge of parts, tools, equipment, and accessories used in the maintenance and repair of all facets of City owned equipment;
- Substantial knowledge of computerized inventory control systems and record keeping programs;
- Substantial knowledge of the bidding process;
- Substantial knowledge of the purchasing process;
- Some knowledge of materials associated with sewer collection and water distribution systems;
- Ability to maintain and repair vehicles and equipment;
- Ability to operate computerized inventory control systems and record keeping programs;
- Ability to establish and maintain effective relationships with co-workers, vendors, and other City employees;
- Ability to negotiate parts and services rendered by vendors;
- Ability to distinguish between superior and inferior parts and inventory;
- Ability to order appropriate and cost-effective parts and inventory;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED; and
- Considerable (four to six years) experience in heavy and light equipment parts inventory maintenance and ordering.

**Required Special Qualifications**

- Valid Class C California Driver's License.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to function within a general office or warehouse environment.